

ENHANCED WORK PLANNING IMPLEMENTATION TRAINING ROSTER

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Handout 1

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“AS-IS” Work Flow

Example Strengths and Weaknesses

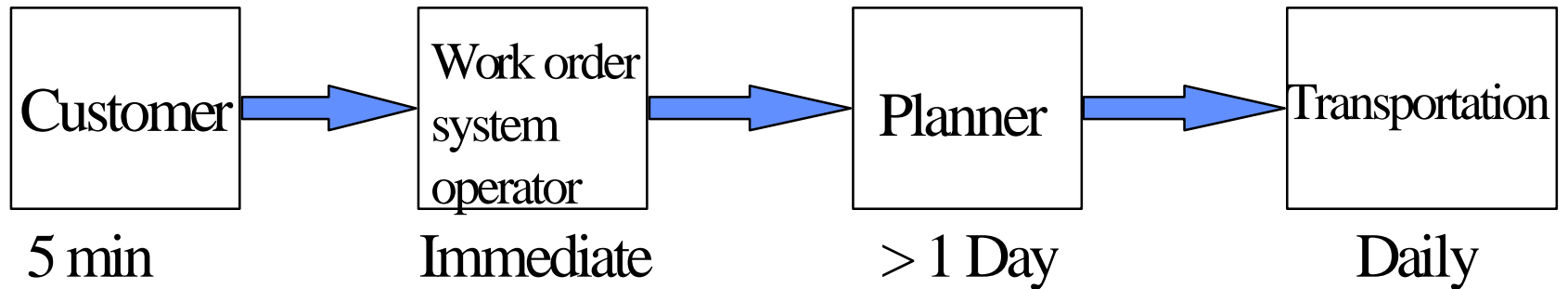
Strengths

Provides Point of Contact
Electronic Dispatching
Specific tags available
High Risk review form
Use of Bar Codes
Knowledge of SMEs

Weaknesses

Too many forms
Lack of familiarity
SMEs not readily available
Dispatcher overloaded
No coordination
Informal accumulation sites
Too complex

“SHOULD-BE” Work Flow



- Need to move material

- Inputs request system
- Codes request

- Looks at Work Order
- Contacts customer
- Helps define
- Contacts SME
- Communicates with all affected departments
- Checks for repetitive requests
- Approves for transportation
- Resolves problems

- Dispatcher prints work
- Assigns Driver(s)
- Follows up on move
- Closes Work Order when complete

CASE STUDY

1. Core Team/Work Coordination Team membership:

Craft	F.O.
Rad	Industrial Hygiene
Engineer (Change configuration)	Industrial Safety
QA (hold points)	Environmental compliance
Waste management	Training
Medical	

(This is not all inclusive, because of the different nature of the various sites, this list may or may not include more or less members)

2. List the team members responsibilities:

Craft: Provides process knowledge, facility knowledge, specific skill of the craft input. Makes recommendation on work sequencing. Provides lessons learned and post work feedback.

F.O.: ID location of work, lockout devices, coordinates interference with other occupants coordinates outages if needed, emergency equipment & provide briefly on evacuation points, knows hazards particular to facility, other work activities occurring in the facility.

Rad: ID/Provide EWP, describe PPE & Rad moratory, ID ALARA.

IH: Same as Rad, noise and light, confined space.

Engineer: Identify configuration change, system characterization (what's in it? pipe material type? heat trace? asbestos insulation? insulation points? rigging plans? etc.) Type of questions asked for executing task:

- Type of pipe cap needed
- Electrolysis (dissimilar material?)

- Heat effected zone?

Industrial Safety: Evaluates scaffolding safety, fall safety, burn permits, and energy isolation verification.

Environmental Compliance: Evaluate airborne containment, containment and secondary containment in case of spills.

Waste Management: Identify waste acceptance criteria for any waste (provide disposal requirement for pipe)

Training: Identify training requirements and schedules, sites and project-specific training, prepare and provide training.

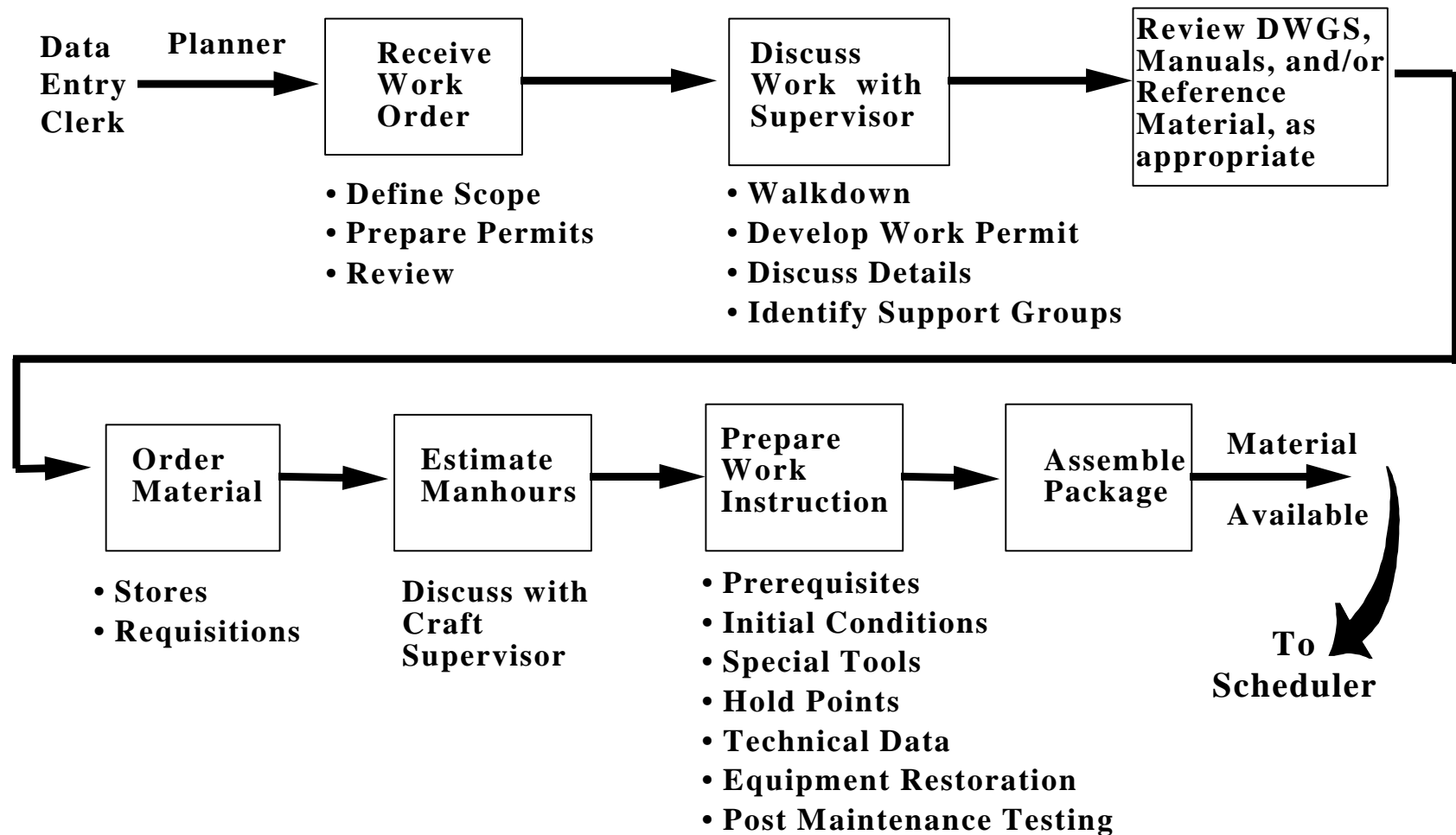
Medical: Evaluate medical qualifications.

QA: Identify holdpoints and acceptance criteria.

Planner: Establish walkdown time, develop sequencing plan, identify material/equipment and procurement, identify man power resources requirements, estimate cost of required work, coordinate field work scheduling in conjunction with facility owners.

3. Flow chart (See attached flow chart)

Case Study “AS-IS” Work Planning Flow



Strengths and Weaknesses of Existing Work Flow

Strengths

- Interface with facility owner
- Identify required tools and equipment
- Provides for job walk down
- Interfaces with craft supervisor
- Provides for the identification of work permissive
- Calls for assembly of work package

Weaknesses

- Does not identify how work is identified
- Does not provide for worker involvement
- Does not establish a formalized job walk down
- Does not provide for support organization review, input to plan or support work in advance of the package assembly
- Does not provide for work authorization
- Does not identify funding source
- Does not provide for assembly of total job cost
- Does not establish work priority
- Does not provide for record management
- Does not facilitate for parallel review
- Does not provide for package or work closure
- Does not provide for lessons learned or feedback
- Does not allow for work area release or return